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Guidelines
for Preparation of Quarterly Economy Reports
(including quarterly reporting of temporary, part-time,
foreign national and other "non-permanent" categories of personnel)

- REFERENCES:
- A. Action Memorandum A-411, issued by the DCI, Subject: Economy Measures, dated 15 August 1964.
 - B. Action Memorandum A-369, issued by the Executive Director-Comptroller, Subject: End-of-Year Ceiling Control for Temporary, Part-time and Foreign National Personnel, dated 13 April 1964.
 - C. Action Memorandum A-319, Subject: President's Memorandum on Government Economy, dated 6 December 1963.
 - D. Memorandum for each Deputy Director from D/BEAM, Subject: Quarterly Economy Reports, dated 28 August 1964.

1. Quarterly economy reports compiled by each Directorate should contain information pertaining not only to actual savings realized over the preceding quarter and the preceding year, but also a summary of the programs underway or contemplated in each Directorate which will achieve economies in the expenditure of the Agency's resources. Absorbing new responsibilities, function and programs as well as organizational changes, procedural changes, reductions in the numbers of personnel assigned to specific activities and functions, reductions in the quantity of paper flow and reductions in the use of supplies and materials, including motor vehicles, should be included whenever and wherever these are measurable or significant. Savings resulting from the introduction and application of machine methods should also be reported. In addition, savings which you might achieve through changes in procedures or requirements beyond the control of your Directorate should be identified and reported together with your suggestions.

2. The information requested in paragraph 3 of Action Memorandum A-369 is also to be included in each of these quarterly reports. I recognize that problems of definition and accounting exist with respect to the employment of temporary, part-time and foreign national personnel. Efforts are being made to define these categories of employment and establish accounting procedures which will facilitate reporting of these individuals. In the meantime the numbers of people employed under the "non-permanent" ceiling allocated to your Directorate should be reported in the same manner that they were reported in April and June.

3. Although these quarterly economy reports normally will be submitted no later than the 5th working day of the month following the end of each calendar quarter, the President expects the next report by the 20th of September - one month earlier than usual. Therefore, it is necessary that the next report be submitted to this office no later than the 14th of September. It should include information as of the 31st of August. Immediate attention to this report is necessary in order that the Agency can respond to the President's requirement in a timely manner.

Prepared by O/BEAM/manpower - 1 Sep 64

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